

**INSTRUCTIONS FOR OBTAINING A CERTIFIED COPY OF A DOCUMENT**

**IF YOU ARE A PARTY OR AN ATTORNEY OF RECORD:** IN A MATRIMONIAL ACTION AND WOULD LIKE TO OBTAIN A CERTIFIED COPY OF A FILED DOCUMENT, PLEASE PROVIDE THE FOLLOWING:

1. AN ORIGINAL NOTARIZED WRITTEN REQUEST WITH THE FOLLOWING INFORMATION: THE NAMES OF THE PARTIES TO THE ACTION (PLAINTIFF VS DEFENDANT) AND INDEX NUMBER OR APPROXIMATE YEAR OF DIVORCE.
2. A CERTIFIED CHECK, MONEY ORDER OR OFFICIAL BANK CHECK IN U.S. CURRENCY PAYABLE TO **THE NEW YORK COUNTY CLERK** IN THE AMOUNT OF \$8.00 PER COPY. **NO PERSONAL CHECKS ACCEPTED.**
3. A COPY OF A VALID PHOTO I.D. (NOT EXPIRED).
4. A STAMPED ENVELOPE WITH RETURN ADDRESS.

**IF YOU ARE NOT A PARTY:** TO THE MATRIMONIAL ACTION, YOU MUST SUBMIT THE FOLLOWING:

1. AN ORIGINAL NOTARIZED LETTER FROM A PARTY TO THE ACTION GRANTING YOU ACCESS TO THEIR FILE; THE LETTER MUST INDICATE THE DOCUMENTS YOU ARE REQUESTING.
2. A CERTIFIED CHECK, MONEY ORDER OR OFFICIAL BANK CHECK IN U.S. CURRENCY **PAYABLE TO THE NEW YORK COUNTY CLERK** IN THE AMOUNT OF \$8.00 PER COPY. **NO PERSONAL CHECKS ACCEPTED.**
3. A COPY OF A VALID PHOTO I.D. FROM THE PARTY GRANTING YOU ACCESS TO THEIR FILE (NOT EXPIRED).
4. A STAMPED ENVELOPE WITH RETURN ADDRESS.

**INTERNATIONAL REQUESTS:** FEES ARE \$16.00 PAYABLE BY BANK CHECK DRAWN ON U.S. FUNDS.

**INTERNATIONAL MONEY ORDERS ARE NOT ACCEPTED.** YOU WILL RECEIVE TWO COPIES OF YOUR DIVORCE. IF YOU ARE IN NEED OF A CERTIFICATE OF NON-APPEAL, PLEASE ADD AN ADDITIONAL \$5.00 TO YOUR REQUEST.

PROCESSING TIME IS 10 TO 12 WEEKS. **THERE ARE NO EXPEDITING SERVICES AVAILABLE.** YOUR REQUEST WILL BE PROCESSED IN THE ORDER IN WHICH IT WAS RECEIVED.